

# **Speed Enforcement Program (SEP)**

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## **Project Specifications**

**Illinois Department of Transportation  
Division of Traffic Safety  
3215 Executive Park Drive  
Springfield, IL 62794**

**(05/2006)**

**Speed Enforcement Program  
(SEP)**

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# DESCRIPTION OF SPEED ENFORCEMENT PROGRAM (SEP)

## **Problem Statement**

Speeding is one of the most prevalent factors contributing to traffic crashes. The economic cost to society of speeding-related crashes is estimated by NHTSA to be \$40.4 billion per year. Nationally, in 2004, speeding was a contributing factor in 30 percent of all fatal crashes; and 13,192 lives were lost in speeding-related crashes. Also, alcohol involvement is prevalent for drivers involved in speed-related crashes. In 2004, 40 percent of the drivers who had a BAC of 0.08 or more involved in fatal crashes were speeding, compared with only 15 percent of the drivers with a .00BAC involved in fatal crashes. Only 14 percent of speed-related fatalities occurred on interstate highways. Almost 6000 fatalities occurred on non-interstate roadways with speed limits under 55 m.p.h. In Illinois, in 2004, excessive speed was a factor in 43 percent of all fatal crashes. In addition there were 589 fatalities involved in speed-related crashes. The estimated cost of all speed-related crashes in 2000 was approximately \$1,568 million.

Many lives could be saved by changing public attitudes regarding risk taking behaviors such as speeding, impaired driving, and the non-use of occupant protection devices. It has been shown that highly visible enforcement programs focusing on these violations offer the greatest potential for changing these behaviors.

## **Program Objectives**

The purpose of the speed enforcement program (SEP) is to reduce the incidence of speeding related motor vehicle crashes, and the resulting injuries and fatalities, through highly visible **increased enforcement of speed related laws**.

In order to achieve this purpose, the following goals have been defined:

1. To reduce the number of speed related traffic crashes.
2. To increase enforcement of speed laws.
3. To increase compliance with the posted speed limit.

## **Enforcement performance objectives**

The **primary program emphasis** is to be placed on enforcement of **speed related laws**. The expectation is that a minimum of two (2) speeding related citations per patrol hour/officer will be issued.

## **Methods of Procedure**

1. Conduct a maximum of six (6) one-month speed enforcement campaigns.
2. Select a maximum of four (4) high speed patrol locations.
3. Throughout the enforcement campaign, information outlining all phases of the program shall be given to police department personnel, news media, and court (prosecutors and judges) personnel.
4. Conduct a speed survey at each enforcement location before, during, and at the end of the project.

## **Evaluation**

The evaluation of the project will be based upon an analysis of the three (3) surveys (before, during, after) conducted at each of the patrol locations, as well as a review of the speed-related crash data.

### **Reporting:**

1. A **progress report** must be submitted to IDOT after each enforcement campaign. The report is due by the **tenth of the month following enforcement and shall consist of:**
  - ◆ Completed SEP Summary of Activity form.
  - ◆ Copies of public information and education campaign materials, media releases, articles, etc., that were published.

- ◆ Speed survey results for each patrol location, with the 1st and mid-year progress reports.

**2.** The **final report** is due no later than **November 1** and should be accompanied by the final claim for reimbursement. The final report should include:

- ◆ Speed-related fatal crash data for the project year, by patrol location.
- ◆ Speed-related injury crash data for the project year, by patrol location.
- ◆ Final speed survey results for each patrol location.

## **Reimbursement**

IDOT will reimburse expenditures for overtime salaries and operation of automotive equipment. A Highway Safety Project Claim for Reimbursement form and a SEP Overtime Hire-Back Cost Documentation form must be submitted. The claim is due by the **tenth of the month following enforcement activity**. The final claim is due **November 1**.

## **Monitoring**

IDOT law enforcement liaisons will conduct on-site visits to observe project activities and progress toward completion of stated goals, as well as to provide assistance as needed. Failure to maintain operation of the project at the level agreed upon in the approved Highway Safety Project Agreement may result in the termination of funding.

## **SPEED ENFORCEMENT PROGRAM CAMPAIGN GENERAL REQUIREMENTS**

### **Before Enforcement:**

#### **1. Public Information and Education (PI&E) Campaign**

- ◆ Media release stating purpose and dates of increased speed enforcement campaign stressing the following:
  - ◆ Purpose.
  - ◆ Serious/certain enforcement (perception of risk).
  - ◆ Injury prevention.
  - ◆ Importance of obeying traffic laws.
  - ◆ Cost of traffic ticket fines.
  - ◆ Cost of traffic crash injuries and fatalities.
- ◆ Participation in media events.
- ◆ Displays (library, health providers, etc.), or
- ◆ Presentations (schools).

#### **2. Conduct a speed survey at each of the targeted enforcement locations.**

### **During the Enforcement Period:**

- ◆ Outline all phases of the program to officers.
- ◆ Daily roll call announcement.
- ◆ Stress that all officers must wear safety belts.
- ◆ Conduct a minimum of specified overtime hours of enforcement.

### **After Enforcement Period:**

#### **1. PI&E Media Release on Results**

- ◆ Inform public of the enforcement results.
- ◆ Inform public that additional enforcement campaigns will be conducted in the future.

### **Additional Speed Surveys:**

- ◆ Conduct mid-project year, following the same methodology as the first set.
- ◆ Conduct final surveys, at the end of the project year.

## **SPEED ENFORCEMENT PROGRAM (SEP) LOCAL AGENCY OBLIGATIONS**

The following activities will be performed between October 1<sup>st</sup> and September 30<sup>th</sup>.

The Local Agency agrees to the following:

1. Secured program support from the mayor/sheriff.
2. To conduct speed enforcement campaigns, for a maximum of six months during the project year.
3. To provide overtime speed enforcement for the specified hours spread throughout the enforcement period.
4. To utilize only ILETSB certified enforcement trained police officers for overtime enforcement.
5. Officers will be permitted, and encouraged, to issue **multiple citations** to drivers who have committed several violations; such as, **Speeding, DUI, other alcohol related, and failure to wear safety belt.**
6. Local Agency will submit detailed patrol plan to DTS law enforcement liaison three (3) weeks prior to each enforcement period.
7. **Local Agency will conduct speed surveys before, during (mid-point of project year), and at the end of the project period.** Surveys will be conducted at the designated patrol locations, which have been identified as having a high rate of speed-related crashes, during the times of day and days of week when the majority of those crashes have occurred. All surveys (before, during, after) must be, each time, conducted at the same time of day and day of the week. Surveys may be conducted with radar or a speed trailer.
8. Local Agency will inform the media of the special program prior to its inception and keep them informed of the enforcement campaigns and their results.
9. Local Agency will report results to DTS law enforcement liaison, by the 10<sup>th</sup> of the month following enforcement.
10. Reimbursement: Local Agency shall submit claims for reimbursement to DTS no later than the **tenth of the month, following enforcement.** DTS will not be able to honor claims for reimbursement received after **November 1st.** This deadline is crucial as the federal government requires that all paperwork for the entire state program to be completed by December 31.

**Cost records and accounts pertaining to the work covered by this agreement shall be kept available for inspection for a period of three (3) years following the date of final payment. Copies of such records shall be made available, upon request, to IDOT representatives.**

**SPEED ENFORCEMENT PROGRAM**  
(SEP)  
**FY 2007 BUDGET**

**Name of Agency:** \_\_\_\_\_

\_\_\_\_\_

**PERSONAL SERVICES**

Total Project Hours (*include travel, patrol, surveys*) \_\_\_\_\_

Average Overtime Rate [*not to exceed  
time + one half*]

\$ \_\_\_\_\_

Total Hours X Average Rate =

\$ \_\_\_\_\_

**OPERATION OF AUTOMOTIVE EQUIPMENT**

\_\_\_\_\_ (*total miles*) X \$0.405 (Existing Fedl rate) = \$ \_\_\_\_\_

**GRAND TOTAL** \$ \_\_\_\_\_

(Revised 05/06)

## **Appendix A**





**Division of Traffic Safety  
3215 Executive Park Drive  
Springfield, Illinois 62794-9245**

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**7C. Illinois Department of Transportation:**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Michael R. Stout, Director, Division of Traffic Safety**

DTS-HSP-1 (Rev. 3/06)

## **Attachment 1**

Please provide:

A. A **letter of support** for the program from your mayor, sheriff, or county board chairperson.

B. In the spaces below:

1. **Problem Statement:** A narrative summary of your entity's crash problems related to speed and previous actions taken to address the problem. Include total fatal and personal injury crash data, city or county-wide, and the number or percentage of those which were speed-related, for the previous year. If available, also indicate the amounts (total fatal and personal injury) as well as the speed-related amounts for each of the selected patrol locations, for the previous year.

2. **Project Objectives:** **a) List** the goals for reduction of speed-related crashes for each of the selected patrol locations (see Attachment C in Reporting Directions). (i.e., To reduce speed-related crashes by 5% on State Street.)

**b) List** the goals for the reduction in average speed rate for each selected patrol location. (i.e., To reduce the average rate of speed by 5 m.p.h. on State Street.)

3. **Methods of Procedure: Patrol Plan:** A general plan which identifies the months, locations, hours of the day and days of the week tentatively selected for overtime enforcement patrols. The selected patrol locations are those which have experienced a high number of crashes related to speed. The patrol times are based upon previous speed-related crash history. Identify the total scheduled patrol hours for the month and project year. Also describe the assignment of officer(s) and the type of enforcement strategies (i.e., one officer using stationary radar mid-block).

## **Section 8. Highway Safety Project Agreement Conditions and Certifications**

**The following certifications, assurances, general conditions of approval and procedural guidelines constitute a part of the Highway Safety Project Agreement. Signatories of the Highway Safety Project Agreement Conditions and Certifications agree that these conditions and procedures will be adhered to unless amended in writing. Any State or Federal statute, administrative rule, regulation or other publication referred to in this agreement may not contain the complete language. The official published text, which is incorporated herein by reference, shall be the controlling authority for this agreement.**

### **State of Illinois Certifications, Assurances and Conditions of Approval**

- A. Laws of Illinois.** The Highway Safety Project Agreement (“AGREEMENT”) between the Applicant Agency (“GRANTEE”) and the Illinois Department of Transportation (“DEPARTMENT”) shall be governed in all respects by the laws of the State of Illinois.

**B. Agreement Alterations or Modifications**

All alterations or modifications to the AGREEMENT provisions, conditions or certifications must be requested in writing and must be approved by the DEPARTMENT in writing, before work is started, to become effective and part of the AGREEMENT. No oral understanding or agreement shall be binding upon either party.

**C. Procurement Procedures**

All procurement transactions for contractual services, commodities and equipment shall be conducted in a manner that provides maximum open and free competition. The GRANTEE shall also meet the following minimum procedural requirements, as well as any specific procedures written into the narrative of this agreement.

1. Solicitations of offers shall include a description of the technical requirements for the products or service to be procured.
2. Awards shall be made only to responsible bidders that can meet the preceding requirements.
3. Small purchase procedures, which consist of obtaining verbal or written price or rate quotations from at least three qualified sources, may be used for products or services having a total value of not more than \$10,000. Purchase is to be made from vendor with lowest quote.
4. Formal advertising procedures shall be used for products, which may include associated nonprofessional services having a total value of more than \$10,000. An invitation for bids, with item specifications and supplier requirements, shall be publicly advertised. In addition, bids shall be solicited from an adequate number of known suppliers. Bids shall be opened publicly and a fixed-price contract award made to that responsible bidder whose bid, conforming to the invitation for bids, is lowest; unless that bid is rejected because of sound and documented business reasons to further the best interest of the project.
5. Competitive negotiation procedures shall be used to procure services having a total value of more than \$10,000. The Request for Proposal shall be publicized and proposals shall be solicited from an adequate number of qualified sources. Negotiations are normally conducted with more than one source and a cost-reimbursement contract shall be awarded based on a technical evaluation of the proposals received. Award may be made to the responsible offeror whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful offerors should be notified promptly.
6. Non-competitive negotiation, the procurement through solicitation of a proposal from one source, is allowed if the products or services are available only from a single source or, if after a number of sources have been solicited, competition is determined inadequate. The DEPARTMENT must authorize this procedure.
7. The GRANTEE will take all necessary affirmative steps to assure that minority firms, women’s business enterprises and labor surplus area firms are used when possible.
8. The GRANTEE shall maintain records sufficient to detail the significant history of procurement. These records shall include, but are not necessarily limited to, information pertinent to: rationale

for the method of procurement, selection of contract type, contractor selection or rejection and basis for the cost or price.

9. No employee or representative of the DEPARTMENT or the GRANTEE shall participate in the procurement of products or services if a conflict of interest, real or apparent, would be involved. Nor shall such persons solicit or accept anything of monetary value from bidders or suppliers.
10. The GRANTEE must comply with any special conditions detailed in the contract, the Illinois Procurement Code (30 ILCS 500) and any local ordinances or regulations.

**D. Requirements for Consultant Contracts and Subcontracts**

After a consultant and/or subcontractor is selected in accordance with all requirements of this AGREEMENT including the Section titled Procurement Procedures, as detailed herein, the consultant contract or subcontract shall be submitted to the DEPARTMENT for approval prior to execution. The GRANTEE and consultant and/or subcontractor are subject to all conditions and certifications of this AGREEMENT and 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments or 49 CFR Part 19 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, whichever is applicable.

**E. Travel Out of State**

All out of state travel requires specific approval from the DEPARTMENT on a case by case basis. To allow adequate time for approval out of state travel must be submitted for approval at least thirty (30) days prior to the planned trip.

**F. Method of Payment**

Funds shall not be advanced to the GRANTEE but rather reimbursed for actual expenditures upon submission of proper supportive documentation. Copies of the original source records which evidence all expenditures shall be submitted with claims for reimbursement of costs. Only those costs incurred within the approved project period and budget are eligible for reimbursement.

1. Because the DEPARTMENT is responsible for obtaining federal reimbursement for project expenditures, it is necessary that the DEPARTMENT monitor all procedures and documents which will be used to claim and support project related expenditures. Original documentation to verify the amounts, uses and recipients of all disbursements of funds shall be retained in accordance with 49 CFR Part 18, Subpart A, Section 18.42 and shall be available for audit at any time during the project and retention period.
2. Proper supportive documentation required for costs incurred is described in the guidelines entitled, "Procedures for Submittal of Claims for Reimbursement," incorporated herein by reference and which shall be furnished by the DEPARTMENT to the GRANTEE with the executed AGREEMENT.

Claims for reimbursement shall be in accordance with the rates established in the Proposed Project Budget established in this AGREEMENT and shall be submitted on a monthly or quarterly basis. All claims shall be signed by both the Project Director and the GRANTEE'S Authorizing Representative. The final claim for reimbursement must be received by the DEPARTMENT by November 1 or within 30 days following the expiration of the grant, whichever is earlier, to receive payment.

4. Claims for reimbursement by the GRANTEE to the DEPARTMENT pursuant to this AGREEMENT shall be sent to your assigned Department contact.

#### **G. Allocation of Grant Funds.**

1. The GRANTEE may spend only those funds which are eligible for reimbursement by the DEPARTMENT. This grant authorizes the GRANTEE to request reimbursement for no more than the limits established by the Proposed Project Budget.
2. Prior approval from the DEPARTMENT is required for all fund transfers between cost categories of the Proposed Project Budget. The GRANTEE must submit a written request to the DEPARTMENT detailing the amount of transfer, the cost categories from and to which the transfer is to be made, and the rationale for the transfer.

#### **H. Termination or Cancellation of the Highway Safety Project Agreement**

No termination or cancellation of the AGREEMENT shall be effective unless the following conditions are met:

1. The obligation of the State of Illinois and the DEPARTMENT shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or Federal funding source fails to appropriate or otherwise make available funds for the contract.
2. This AGREEMENT may be terminated or cancelled by either party upon thirty (30) days written notice.
3. Failure to carry out the conditions set forth herein shall constitute a breach of the AGREEMENT and may result in termination of the AGREEMENT or such remedy as appropriate. Upon termination, the GRANTEE will be paid for work satisfactorily completed prior to the date of termination.

#### **I. Project Monitoring**

1. The GRANTEE agrees to submit a report monthly or as otherwise stipulated in the AGREEMENT of all safety activities related to the grant and/or contract using the template provided by the DEPARTMENT. Additionally, the GRANTEE must inform the DEPARTMENT as soon as possible of any issues/events that may have significant impact on grant activity or accomplishment.
2. The GRANTEE agrees to attend quarterly progress meetings upon request of the DEPARTMENT to provide information and discuss the accomplishments and expectations of the Highway Safety Project.
3. The DEPARTMENT may conduct periodic on-site reviews of all ongoing highway safety projects to monitor adherence to the AGREEMENT and to review progress, procedures and claims for reimbursement.
4. The final report shall be submitted to the DEPARTMENT within thirty (30) days after the expiration date of the project or as stipulated in this AGREEMENT.
5. GRANTEE will obtain prior approval from the DEPARTMENT with respect to all enforcement locations.

#### **J. Prior Approval of Media and Ownership of Data and Creative Material**

1. All articles, publications, news releases, exhibits, video, audio materials, reports and all other work products produced by the GRANTEE under this grant and/or contract shall be submitted to

the DEPARTMENT for approval prior to development and shall become and remain the property of the DEPARTMENT.

2. All articles, publications, news releases, exhibits, video or audio materials prepared by the GRANTEE shall use the DEPARTMENT'S logo and shall identify the DEPARTMENT as the funding source by including the statement: "This project is funded by the Illinois Department of Transportation."
3. The DEPARTMENT reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for State or federal government purposes: (a) the copyright in any work developed under a grant, sub grant, or contract under a grant or sub grant; and (b) any rights of copyright to which a GRANTEE, sub grantee, or a contractor purchases ownership with grant support.
4. TDD. All printed, visual and auditory materials, which contain a phone number, must also contain a TDD number. The Ameritech relay number 800-526-0844 (TDD only) may be used to fulfill this requirement.
5. Closed Captioning. All public service announcements funded, in whole or in part, through this federal highway safety program must be closed-captioned for the hearing impaired.
6. GRANTEE will invite members of the DEPARTMENT to attend media events.
7. GRANTEE will coordinate with the DEPARTMENT to arrange photographic opportunities for major events.

**K. Illinois Human Rights Act**

The GRANTEE will comply with the Illinois Human Rights Act (775 ILCS 5/1-101 et. seq.) with respect to public contracts, including equal employment opportunity, refraining from unlawful discrimination and having a written sexual harassment policy.

**L. Safety Belt Use Requirements**

1. In accordance with the Illinois Mandatory Seat Belt Law (625 ILCS 5/12-603.1) the GRANTEE shall establish a safety belt use policy requiring employees to use the appropriate occupant restraint protection devices as provided in the vehicle being driven while on official business.
2. A copy of the safety belt policy shall be retained locally in the project file and available for review by representatives of the DEPARTMENT.

**M. Indemnification**

Unless prohibited by State law, the GRANTEE agrees to hold harmless the DEPARTMENT, its officials, employees and agents, from any and all losses, expenses, damages (including loss of use), suits, demands and claims arising from any work or services associated with this Agreement, and shall defend any suit or action, whether at law or in equity, based on any alleged injury or damage of any type arising from the actions or inactions of the GRANTEE and/or the GRANTEE'S employees, officials, agents, contractors and subcontractors, and shall pay all damages, judgments, costs, expenses and fees, including attorney's fees, incurred by the DEPARTMENT and its officials, employees and agents in connection therewith.



**N. Illinois Grant Funds Recovery Act**

Grant Funds are available for expenditure or obligation by the GRANTEE for the time period of this AGREEMENT. If the GRANTEE received reimbursement for an obligation that was either cancelled or refunded, those funds must be returned to the State within forty-five (45) days of the end of the AGREEMENT or expiration of the time period grant funds are available for expenditure or obligation by the GRANTEE. Any grant funds which have been misspent or are being improperly held are subject to recovery in accordance with the "Illinois Grant Funds Recovery Act." (30 ILCS 705).

**O. Educational Loan Default Act**

The GRANTEE certifies that he/she is not in default on an education loan as provided in the Educational Loan Default Act. (5 ILCS 385/0.01 et. seq.)

**P. Property and Equipment**

1. The GRANTEE shall maintain and inventory all property and equipment purchased under this AGREEMENT. The requirements relative to equipment inventory, use and disposition are detailed in the publication "Property Management Standards" furnished upon request by the DEPARTMENT.
2. The property and equipment purchased under this grant must be utilized by the GRANTEE for the sole purpose of furthering the safety project as defined in the project description for its entire useful life.
3. The DEPARTMENT and National Highway Traffic Safety Administration (NHTSA) retain title interest in all property and equipment purchased under this grant. In the event that the GRANTEE fails or refuses to comply with the provisions or terminates this AGREEMENT, the DEPARTMENT, at its discretion, may take either of the following actions: (a) Require the GRANTEE to purchase the property or equipment at fair market value or other mutually agreed upon amount; or (b) require the GRANTEE to transfer the property or equipment and title, if any, to the DEPARTMENT, or to another party, as directed by the DEPARTMENT.
4. Nonexpendable property, defined as property having an acquisition cost of \$5000 or more with a life expectancy of more than one year is subject to periodic inspection by the DEPARTMENT. Nonexpendable property purchased under this AGREEMENT shall not be sold, traded, or disposed of in any manner without the express written permission of the DEPARTMENT.

**Q. Official Misconduct and Interference with Public Contracting**

The GRANTEE certifies that he/she has not been convicted of Official Misconduct under Section 720 ILCS 5/33-1 for bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the GRANTEE made an admission of guilt of such conduct which is a matter of record, nor has an official, agent or employee of the GRANTEE been so convicted nor made an admission of bribery. Further, the GRANTEE certifies that he/she is not barred from contracting as a penalty for Interference with Public Contracting under Section 720 ILCS 5/33-e-1, et seq.

**R. Equal Pay Act of 2003**

No employer may discriminate between employees on the basis of sex by paying wages to an employee at a rate less than the rate at which the employer pays wages to another employee of the opposite sex for the same or substantially similar work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions subject to exceptions under Section 820 ILCS 112 as implemented by 56 Ill. Admin Code Part 320.

**S. Debt Certification.**

The GRANTEE and its affiliates certify they are not delinquent in the payment of any debt to the State of Illinois (or if delinquent have entered into a deferred payment plan to pay the debt), and GRANTEE and its affiliates acknowledge the DEPARTMENT may declare the AGREEMENT void if this certification is false (30 ILCS 500/50-11) or if GRANTEE or an affiliate later becomes delinquent and fails to enter into a payment plan upon request. (30 ILCS 500/50-60).

**T. Traffic Stop Statistical Study**

If the GRANTEE is a law enforcement agency required to participate in the Traffic Stop Statistical Study, the GRANTEE certifies their compliance with all requirements in accordance with 625 ILCS 5/11-212 and the procedures adopted by the DEPARTMENT.

## **Section 9. Federal Certifications, Assurances and Conditions of Approval**

The GRANTEE assures that in carrying out any project supported by federal funds it will comply with all applicable federal statutes, regulations, executive orders, National Highway Traffic Safety Administration (NHTSA) guidelines, Federal Transit Administration (FTA) Circulars, Office of Management and Budget (OMB) Circulars and other federal requirements as referenced in the NHTSA Highway Safety Grant Management Manual available at:

[http://www.nhtsa.dot.gov/nhtsa/whatsup/tea21/GrantMan/HTML/00\\_Man1\\_Content1\\_01.html](http://www.nhtsa.dot.gov/nhtsa/whatsup/tea21/GrantMan/HTML/00_Man1_Content1_01.html) This Grant is funded by federal funds. The Catalog of Federal Domestic Assistance number for the funds supporting this grant is listed on the signature page of this agreement. Further information can be found at: <http://12.46.245.173/cfda/cfda.html>.

The GRANTEE recognizes that federal laws, regulations, policies, and administrative practices may be modified from time to time and those modifications may affect project implementation. The GRANTEE agrees that the most recent federal requirements will apply to the project.

### **A. Non-Discrimination and Equal Opportunity Assurances in Federally Assisted Programs**

The GRANTEE hereby assures to observe and comply with all provisions of Federal and State Constitutions, statutes and implementing regulations pertaining to non-discrimination and equal employment opportunity during the period in which federal assistance is extended to the project, or the project property is used for a purpose for which the federal assistance is extended or for another purpose involving the provision of similar services or benefits, or as long as the GRANTEE retains ownership or possession of the project property, whichever is longer. These assurances of nondiscrimination include but are not limited to:

1. Title VI of the Civil Rights Act of 1964. (42 U.S.C. 2000d et seq. as amended). Prohibition against exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on ground of race, color, or national origin. Implemented by 49 CFR Part 21, Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964.
2. Non-Discrimination in Employment and Business Opportunities. (49 U.S.C. 5332 as amended). A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, creed, national origin, sex, or age. If a person does not comply with the nondiscrimination provision within a reasonable time after receiving notice the DEPARTMENT can withhold further financial assistance, refer the matter to the Attorney General and proceed under Title VI. This section is in addition to Title VI.
3. Title IX of the Educational Amendments of 1972. (20 U.S.C. 1681 et seq. as amended). No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Implemented by 49 CFR Part 25, Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.
4. Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. (29 U.S.C. 794 as amended). No otherwise qualified individual with a disability in the United States, as defined in section 705(20) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Implemented by 49 CFR Part 27, Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.
5. Age Discrimination Act of 1975. (42 U.S.C. 6101-6107 as amended). No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or

be subjected to discrimination under, any program or activity receiving federal financial assistance.

6. Drug Abuse Office and Treatment Act of 1972. (21 U.S.C. 1174 as amended). Relating to non-discrimination on the basis of drug abuse and treatment.
7. Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1972. (P.L. 92-616) as amended). Relating to non-discrimination on the basis of alcohol abuse.
8. Sections 523 and 527 of the Public Health Service Act of 1912. (42 U.S.C 290 et seq. as amended). Relating to non-discrimination on the basis of substance abuse and the confidentiality of records.
9. Title VIII of the Civil Rights Act of 1968. (42 U.S.C. 3601 et seq. as amended). Relating to non-discrimination in the sale, rental or financing of housing.

**B. Disadvantaged Business Enterprises Program Participation Assurance**

In accordance with 49 CFR 26.13(b), as amended, the GRANTEE assures that it shall not discriminate on the basis of race, color, national origin, or sex in the implementation of the project. The GRANTEE further assures it shall take all necessary and reasonable steps as set forth in 49 CFR Part 26 as amended, to ensure nondiscrimination in the award and administration of all third party contracts and sub-agreements. Implementation of the Disadvantaged Business Enterprise (DBE) program is a legal obligation of the DEPARTMENT, and failure by the GRANTEE to carry out the applicable requirements of 49 CFR Part 26 as amended and any requirements of the DEPARTMENT'S DBE program shall be treated as a material breach of this AGREEMENT which may result in the termination of this AGREEMENT or such other remedy as the DEPARTMENT deems appropriate.

**C Document Retention and Access**

The GRANTEE certifies that it will comply with the retention and access requirements for records established by 49 CFR Part 18, Subpart A, Section 18.42. The required records and documentation relating to the grant and/or contract shall be retained for a minimum of three years after the starting date of the retention period as defined in Section 18.42. The DEPARTMENT or their authorized representative shall have the right of access to any books, documents, papers, or other records of grantees, sub grantees, contractors and subcontractors which are pertinent to the grant and/or contract, in order to make audits, examinations, excerpts and transcripts. The right of access is not limited by the required retention period and shall last as long as the records are retained.

**D. Control of Property.**

GRANTEE certifies that the control, utilization and disposition of property or equipment acquired using federal funds is maintained according to the provisions of OMB Circular A-102 Grants and Administrative Requirements for State and Local Governments or OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, whichever is applicable.

**E. Certification Regarding Lobbying – Certification for Contracts, Grants, Loans and Cooperative Agreements**

The GRANTEE shall not use any funds appropriated under this AGREEMENT for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities.

As required by the United States Department of Transportation (USDOT) regulations, "New Restrictions on Lobbying," at 49 CFR 20.110, the GRANTEE'S authorized representative certifies to the best of his or her knowledge and belief that for each agreement for federal assistance exceeding \$100,000:

- a. No federal appropriated funds have been or will be paid, by or on behalf of the GRANTEE, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the GRANTEE shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

- c. The GRANTEE shall require the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants and contracts under grant, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly. The GRANTEE understands that this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **F. Certification Regarding Debarment and Suspension**

GRANTEE shall comply with Debarment provisions as contained in 49 CFR Part 29, including Appendices A and B as amended. GRANTEE certifies that to the best of its knowledge and belief, GRANTEE and GRANTEE'S principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.
2. Within a three-year period preceding this AGREEMENT have not been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in subsection (1) above.
4. Have not, within a three-year period preceding this AGREEMENT, had one or more public transactions (federal, state or local) terminated for cause or default.

The inability of a prospective GRANTEE to certify to the certification in this section will not necessarily result in denial of participation in this AGREEMENT. The prospective GRANTEE shall submit an explanation of why it cannot provide the certification in this section. This certification is a material representation of fact upon which reliance was placed when the Department determined whether to enter into this transaction. If it is later determined that GRANTEE knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department may terminate this Agreement for cause. The GRANTEE shall provide immediate written notice to the Department if at any time the GRANTEE learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this Part shall have the meaning set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.

The GRANTEE agrees that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized, in writing, by the Department. The GRANTEE agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the Department, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. The GRANTEE may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless GRANTEE knows the certification is erroneous. GRANTEE may decide the method and frequency by which it determines the eligibility of its principals. Each GRANTEE may, but is not required to, check the Nonprocurement List. If a GRANTEE knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation, in addition to other

remedies available to the federal government, the DEPARTMENT may terminate this AGREEMENT for cause or default.

Nothing contained in this section shall be construed to require establishment of a system of records in order to render in good faith the certification required by this section. The knowledge and information of a GRANTEE is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

#### **G. Drug Free Workplace Act of 1988– Certification for Drug-free Workplace**

The GRANTEE certifies that it will comply with 49 CFR Part 29 Subpart F to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the GRANTEE’S workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse, the GRANTEE’S policy of maintaining a drug-free workplace, available employee assistance programs and penalties for violating the policy.
3. Abiding by the notification provisions regarding any criminal drug statute convictions for a violation occurring in the workplace.

#### **H. Single Audit Act Certification**

The Illinois Department of Transportation is the agency responsible for administering Illinois’ federal highway safety funds on behalf of the Governor. Federal funds are provided for this project by the United States Department of Transportation. This program is listed in the Catalog of Federal Domestic Assistance (CFDA) as “State and Community Highway Safety 20.600-605”. The records and supportive documentation for all completed projects are subject to an on-site audit and the DEPARTMENT reserves the right to inspect and review during normal working hours the work product of any independent auditor in support of their audit.

The GRANTEE certifies that it will comply with The Single Audit Act of 1984 (31 U.S.C. 7501 et. seq.), as amended, which requires the following:

1. State or local governments that receive \$500,000 or more a year in federal financial assistance shall have an audit made in accordance with the Office of Management and Budget (OMB) Circular No. A-133.
2. State or local governments that receive less than \$500,000 a year shall be exempt from compliance with the Act and other federal audit requirements.
3. Nothing in this paragraph exempts State or local governments from maintaining records of federal financial assistance or from providing access to such records to Federal Agencies, as provided for in federal law or in Circular A-133 “Audits of States, Local Governments and Non-Profit Organizations”.
4. A copy of the audit report must be submitted to the DEPARTMENT within thirty (30) days after completion of the audit, but no later than one year after the end of the local government’s fiscal year.
5. One copy of the audit report shall also be sent to:

Bureau of Census, Single Audit Clearing House, 1201 East 10th Street, Jefferson, IN 47132.

#### **Section 10. Federal Taxpayer Identification Number**

For individuals and sole proprietors; list Social Security number. For other entities, list Employer Identification Number. Federal Employer Identification Number (FEINS) must NOT be used for sole proprietorships. Under penalties of perjury, the GRANTEE certifies that

\_\_\_\_\_ is its correct Federal Taxpayer Identification Number.

The GRANTEE is doing business as (please check one):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Individual              | <input type="checkbox"/> Real Estate Agent Partnership | <input type="checkbox"/> Sole Proprietorship              |
| <input type="checkbox"/> Government Entity       | <input type="checkbox"/> Not-for-Profit Corporation    | <input type="checkbox"/> Tax Exempt Org (RC-501 (a) Only) |
| <input type="checkbox"/> Medical and Health Care | <input type="checkbox"/> Trust or Estate               | <input type="checkbox"/> Corporation                      |
| <input type="checkbox"/> Services Provided Corp  | <input type="checkbox"/> Limited Liability Corp (LLC)  |   |

If you fail to furnish your correct taxpayer identification number to the DEPARTMENT, you are subject to an IRS penalty of \$50 for each such failure unless such failure is due to reasonable cause and not to willful neglect. **Willfully falsifying certifications or affirmations may subject you to criminal penalties, fines and/or imprisonment.**





## Appendix B

### **DIRECTIONS FOR COMPLETION AND SUBMISSION OF REPORTS AND CLAIMS FOR REIMBURSEMENT FOR SPEED ENFORCEMENT PROGRAM PROJECTS (SEP)**

After each month of enforcement, a report on the activities must be submitted along with a claim for reimbursement. The report and claim are due on the tenth day of the following month.

#### **ACTIVITY REPORT:**

The report of activities during the campaign period should include the following:

1. **Attachment A -- "Summary of Activity."**
  - ◆ This form must be completed for each SEP period. All activity is to be compiled and submitted on one form for the month.
2. **News Releases and Newspaper Articles**
  - ◆ Copies of news releases and newspaper articles which appeared regarding the project must also be attached.
3. **Attachment B -- Speed Survey Forms**

Submitted with the 1st, mid-project year and final reports.
4. **Attachment C-- "Speed-Related Crash Data"**
  - ◆ This form is to be completed for pre- and the project period and is due **November 1**.

#### **CLAIMS FOR REIMBURSEMENT:**

The following expenditure documentation must accompany the completed Highway Safety Project Claim for Reimbursement form (**Attachment D**):

1. **Attachment E -- "Claim for Reimbursement Cover Sheet."**
  - ◆ Complete a separate "cover sheet" for each line item (i.e. personal services, operation of automotive equipment). However, check numbers need not be duplicated if they have been listed on the "personal services" cover sheet, or are included on a payroll printout.
  - ◆ Attach proof of payment of officers -- payroll printout or indicate check number by officer on "cover sheet."
2. **Attachment F -- "Overtime Hire-Back Cost Documentation."**
  - ◆ Complete Attachment D for each officer who participated in the project (*fill in all blanks*).
  - ◆ List date and beginning/ending odometer readings.
  - ◆ Ensure all signatures are affixed (*employee, supervisor and chief/sheriff*).

<b>Attachment A</b>
---------------------

<b>SPEED ENFORCEMENT PROGRAM (SEP) SUMMARY OF ACTIVITY</b>
--

<b>Grantee:</b>	
<b>Project Number:</b>	
<b>Enforcement Period:</b>	
<b>Overtime Patrol Hours:</b>	

<b>SEP Overtime Patrol</b>
----------------------------

Citations/Arrests:	Total
Speeding	
Other moving violations	
DUI	
Other alcohol related	
Safety belt	
Child restraint	
Drugs	
Weapons	
Stolen vehicle	
Wanted on outstanding warrant	
Suspended license	
<b>Sworn Report</b> - Suspension of drivers license; under 21 (zero tolerance)	
<b>Total</b>	
<b>Number of vehicles stopped:</b>	

<p><b>This form is to be completed for <u>each</u> SEP period and submitted to IDOT LEL</b></p> <p><b>Page 1 of 2</b> <span style="float: right;"><b>(Revised 5/06)</b></span></p>
--

MEDIA		
1.	Number of published newspaper articles:	
2.	Number of aired radio spots:	
3.	Number of aired TV spots:	
4.	Number of displays, message boards and presentations:	
5.	Number of other media contacts (include not printed or aired messages) :	

ADDITIONAL COMMENTS AND OBSERVATIONS	
Report prepared by:	_____
Title:	_____
Date:	_____
Page 2 of 2	

**Attachment B**

**SPEED ENFORCEMENT PROGRAM  
SPEED SURVEY**

Survey Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ City/County: \_\_\_\_\_  
 Before Project Survey ☐ During (Mid Year) Survey ☐ Final (After) Survey ☐ Posted Speed Limit \_\_\_\_\_ MPH  
 Survey Location: \_\_\_\_\_  
 Officer Name and ID: \_\_\_\_\_  
 Total number of vehicles observed: \_\_\_\_\_

Indicate speed in the appropriate block. Use one line per vehicle. The survey applies to all vehicles. Survey must be conducted for one (1) hour at each selected patrol location, utilizing an unmarked car with plainclothes officer, one direction of traffic and stationary radar/lidar unit or a speed trailer.

Vehicle Observed Speed		Vehicle Observed Speed		Vehicle Observed Speed		Vehicle Observed Speed	
Vehicle Number	Speed	Vehicle Number	Speed	Vehicle Number	Speed	Vehicle Number	Speed
1		25		49		73	
2		26		50		74	
3		27		51		75	
4		28		52		76	
5		29		53		77	
6		30		54		78	
7		31		55		79	
8		32		56		80	
9		33		57		81	
10		34		58		82	
11		35		59		83	
12		36		60		84	
13		37		61		85	
14		38		62		86	
15		39		63		87	
16		40		64		88	
17		41		65		89	
18		42		66		90	
19		43		67		91	
20		44		68		92	
21		45		69		93	
22		46		70		94	
23		47		71		95	
24		48		72		96	

**Speed Enforcement Program Campaign**  
**SPEED SURVEY (Continued)**

Survey Date: \_\_\_\_\_

Vehicle Observed Speed		Vehicle Observed Speed		Vehicle Observed Speed		Vehicle Observed Speed	
Vehicle Number	Speed	Vehicle Number	Speed	Vehicle Number	Speed	Vehicle Number	Speed
97		130		163		196	
98		131		164		197	
99		132		165		198	
100		133		166		199	
101		134		167		200	
102		135		168		201	
103		136		169		202	
104		137		170		203	
105		138		171		204	
106		139		172		205	
107		140		173		206	
108		141		174		207	
109		142		175		208	
110		143		176		209	
111		144		177		210	
112		145		178		211	
113		146		179		212	
114		147		180		213	
115		148		181		214	
116		149		182		215	
117		150		183		216	
118		151		184		217	
119		152		185		218	
120		153		186		219	
121		154		187		220	
122		155		188		221	
123		156		189		222	
124		157		190		223	
125		158		191		224	
126		159		192		225	
127		160		193		226	
128		161		194		227	
129		162		195		228	

### Speed Enforcement Program Campaign SPEED SURVEY (Continued)

**Survey Date:** \_\_\_\_\_

[illegible]

Page \_\_\_\_\_ of \_\_\_\_\_ Pages

**Make additional copies of this form as needed.**

<p style="text-align: center;"><b>INSTRUCTIONS FOR SPEED ENFORCEMENT PROGRAM</b> <b>SPEED SURVEY</b></p>
--

<p>Complete one speed survey for each of the patrol locations chosen before, during and after the project. All three surveys should be completed at the same time of day and day of the week for each location to ensure uniformity. The survey should be accomplished utilizing an unmarked car with plainclothes officer, one direction of traffic only and stationary radar/lidar unit or a speed trailer. The first (Before) Survey should be performed one week before the first enforcement campaign begins, the Mid Project Year Survey (during) should be done at the approximate mid point of the grant period and the Final Survey (after) should be performed one week after the last enforcement campaign ends.</p>
---

Fill out the form completely per the following instructions.

1. Survey Date: The date the survey was completed.
2. Start Time: The start time for the survey.
3. End Time: The completion time for the survey.
4. City/County: The City or County where the survey was performed.
5. Check if the survey is performed **before** the first enforcement campaign, **during** the mid project year or the final (**after**) the enforcement campaign.
6. Posted Speed Limit: Enter the speed limit at the enforcement location.
7. Survey Location: Enter a clear definition of the survey/enforcement location. An example could be the southbound lanes of the 2300 block of South Dirksen Parkway, Springfield, Illinois.
8. Officer Name and ID: Name of Officer and Badge Number or other identifying information as available.
9. Total number of vehicles checked.
10. Fill in speed measured for each vehicle checked. Try to check the speed of every vehicle that passes through the enforcement location during the one hour survey period.
11. Draw a line plot of the data collected with Speed on the vertical axis and number of vehicles on the horizontal axis. One graph should be used to show all three surveys at the same location. A sample graph is attached for illustrative purposes.

Attachment C

**SPEED ENFORCEMENT PROGRAM (SEP)  
SPEED-RELATED CRASH DATA**

Grantee: \_\_\_\_\_

Project Number: \_\_\_\_\_

Patrol Location: \_\_\_\_\_

**SPEED-RELATED CRASH DATA**

Pre 10/1/05 – 9/30/06 ☐

Post 10/1/06 – 9/30/07 ☐

Total Crashes	
Fatal:	
Personal Injury:	

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must accompany your final report.**

(Revised 3-06)




**Illinois Department  
of Transportation**

Division of Traffic Safety  
3215 Executive Park Drive / P.O. Box 19245  
Springfield, Illinois 62794-9245

**Highway Safety Project  
Claim for Reimbursement**

\_\_\_\_\_  
(Date)

(1) Warrant Issued To: \_\_\_\_\_

(2) Claim Number: \_\_\_\_\_

(3) Prepared By \_\_\_\_\_

(3a) Telephone No. & Email Address: \_\_\_\_\_

(4) Project Number: \_\_\_\_\_

(5) Period Covered: \_\_\_\_\_

(6) Location of Records: \_\_\_\_\_

(7) Project Costs by Budget Category:

	A Approved Budget	B Expended this Period	C Expended to Date
	Federal	Federal	Federal
Personal Services			
Fringe Benefits			
Social Security			
Travel			
Contractual Services			
Printing			
Commodities			
Equipment			
Oper/Auto/Equipment			
Total			
(8) Amount of Claim			
(9) Certification:			

I certify that costs claimed have been incurred for the purposes specified in the Agreement.

\_\_\_\_\_  
(Project Director)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Authorizing Representative)

\_\_\_\_\_  
(Date)

Authorization for payment by Div of Traffic Safety:

---

(DTS)

---

(Date)

Rev. 12/05

## Claim Instructions

1. **Warrant Issued To:** The applicant agency and address as it appears on the agreement.
2. **Claim Number:** Number of this claim, i.e., Claim No. 1-Progress, then Claim No. 2-Progress and so on until Claim No. \_\_\_\_Final.
3. **Prepared by:** Name, telephone number and email address of individual who prepared the claim.
4. **Project Number:** Use the same number as on Page 1 of the agreement.
5. **Period Covered:** Dates covered by this claim.
6. **Location of Records:** Indicate the agency and address where fiscal records are kept for three years after the final claim has been reimbursed.
7. **Project Costs by Budget Category:**
  - A - Approved Budget: Enter the approved federal amount on Page 1 of the agreement. Reflect any approved revision to the budget that occurred among line items.
  - B - Expended this Period: Summarize the federal expenditures incurred during this claim period.
  - C – Expended to Date: Calculate federal expenditures to date; this claim plus previous claims.
8. **Amount of Claim:** Enter the total amount to be reimbursed for the claim.
9. **The Project Director and Authorizing Representative**, as appears in Items 7A and 7B of the Agreement **must sign the claim form.**
10. **Send the original claim form** (with appropriate signatures) and a **copy of supporting documentation** (see Agreement condition 8E – Method of Payment) to your assigned grant liaison manager.
11. The **final claim for reimbursement must be received** by the Division of Traffic Safety **by November 1.**
12. Allow 6-8 weeks for processing and payment of claims. All evaluation and reporting requirements must be completed before the final claim for reimbursement will be processed for payment.

**Attachment E**

**SEP CLAIM FOR REIMBURSEMENT COVER SHEET**

**Project Number:**

**Reimbursement Claim Number:**

**Budget Category (line item):**

**Claim Period:**

<b>Date Issued</b>	<b>Payee</b>	<b>Federal Amount</b>	<b>Check Number</b>
	<b>TOTAL</b>		

**Complete a separate Cover Sheet for each line item category claimed.**

**(Revised 3/06)**

**Attachment F**

**SPEED ENFORCEMENT PROGRAM (SEP)  
OVERTIME HIRE-BACK COST DOCUMENTATION**

**PERSONAL SERVICES**

Name: \_\_\_\_\_

Dates Worked: \_\_\_\_\_ Base Hourly Wage: \_\_\_\_\_

Total Project Hours: \_\_\_\_\_ Overtime Hourly Rate: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**CERTIFICATION**

I certify that the above listed officer has been certified by ILETSB and has worked his/her scheduled hours (*documented hours*) and is eligible for overtime compensation.

**Supervisor's Signature:** \_\_\_\_\_

**OPERATION OF AUTOMOTIVE EQUIPMENT**

**Odometer Readings:**

Date: \_\_\_\_\_ Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Total: \_\_\_\_\_

Date: \_\_\_\_\_ Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Total: \_\_\_\_\_

Date: \_\_\_\_\_ Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Total: \_\_\_\_\_

Date: \_\_\_\_\_ Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Total: \_\_\_\_\_

Date: \_\_\_\_\_ Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Total: \_\_\_\_\_

**Total Mileage** \_\_\_\_\_ X \$.0405 = \$ \_\_\_\_\_

**Authorized by:** \_\_\_\_\_

**Chief of Police/Sheriff**

**This form is to be completed for each individual officer.**